



**Department of Community Development**  
Mailing Address: 152 W. Cedar St.  
Physical Address: 615 N. 5<sup>th</sup> Ave.  
Sequim, WA 98382  
Phone: (360) 683-4908 Fax: 360-681-0552  
Email: [www.sequimwa.gov](http://www.sequimwa.gov)

## **PRELIMINARY SHORT PLAT**

### **DEFINITION AND PURPOSE:**

A short subdivision (short plat) is the division of one contiguous parcel into four (4) or fewer lots.

The purpose of a short plat is to divide land according to minimum standards in order to promote and protect the physical well being of the City of Sequim. This includes insuring adequate circulation patterns, and insuring adequate light and air. It also means providing for adequate utility improvements such as a distribution system for water, a sanitation system for safe waste disposal, and storm drainage system to protect flooding and erosion.

### **CONDITIONS FOR APPROVAL:**

The **applicant** must show that the proposed use satisfies the following criteria for approval.

1. The proposed lots must conform to the Comprehensive Plan and Zoning Ordinance criteria.
2. The proposed lots are served with adequate means of access for vehicles, utilities, fire protection, drainage, water supply and means of sanitary sewage disposal.
3. The public use and interest will be served by permitting the proposed division of land.
4. A survey and legal description of the proposed lots are completed by a registered land surveyor and submitted to the City.
5. No existing building or structure is made sub-standard or non-conforming in any respect.

### **SUBMITTAL:**

1. **FILING FEE:**

Short Subdivision (Preliminary): \$790.00

Revision to Approved Preliminary:  
Subdivision \$890.00

**FINAL SHORT PLAT FEE: \$315.00**

Minor Amendment, Final Plat \$315.00

2. Please submit all of the items listed on the attached checklist.

***Failure to submit all requested items (in a legible form) will delay processing of your application pursuant to RCW 36.70B.070.***

**PROCEDURE:**

1. A pre-application meeting is required (This may be waived by the Director of Community Development upon written request). There is a \$370.00 fee for the pre-application meeting. ***No Application will be accepted prior to review at the pre-application meeting.*** Please contact the Administrative Assistant to schedule a time for the pre-application meeting (Phone 360-683-4908).
2. One (1) set of stamped, legal size envelopes will need to accompany the application submittal. The applicant will need to obtain mailing labels for all adjacent property owners within a 300 foot radius of the subject property. See *Instructions for Obtaining Address Labels* on page 3 of this application.
2. You will receive a “Determination of Completeness” (DOC) within 28 days of the submittal of your application stating whether your application is complete or not complete. Once you receive the DOC stating that your application is complete, the City has 90 days to make a decision regarding your application.
3. A “Notice of Application” (NOA) will be published and sent to adjacent property owners. The NOA will be issued within 14 days after a DOC is made. You will be required to post a “Notice Board” (see the attached example) on the property in conformance with Section 20.01.140 of the Sequim Municipal Code. An “Affidavit of Installation” shall be submitted to the City that the “Notice Board” has been installed on the property. The “Notice Board” shall be installed on the property on or before the date the NOA is published in the paper.
5. Short plats are administratively approved. The decision on a short plat may be appealed to the Board of Adjustment/City Council within 14 days of the issuance of such decision with a filing fee (\$890.00) to the City Clerk.
6. Should the short plat decision be appealed, a date will be set for an open record appeal hearing before the Board of Adjustment/City Council, and you will be notified. You will be sent a copy of the staff recommendation seven (7) days prior to the hearing.
7. The Board of Adjustments/City Council decision is final unless appealed in writing to the Superior Court of Clallam County pursuant to SMC 20.01.240.
8. A preliminary short plat must be recorded within three (3) years from the date of approval.

## INSTRUCTIONS FOR OBTAINING ADDRESS LABELS

***\*Please Note – Mailing labels with adjacent property owner addresses may only be purchased from Clallam County or prepared by a licensed title company. Mailing labels shall be on a 30 label per page format. Tax Assessor's map(s) showing the 300 foot radius around the exterior property lines of the proposal shall be submitted with the application.***

### **REMINDER:**

Envelopes and postage shall be provided by the applicant. A copy of the labels shall be made before individually placing them on stamped legal sized envelopes (9 ½" x 4 ½") with the City's return address. A City of Sequim rubber stamp will be provided to the applicant upon request for the return address. (***NO METERED MAIL***)

### **RETURN ADDRESS:**

City of Sequim  
Dept. of Community Development  
152 W. Cedar St.  
Sequim, WA 98382

# **PRELIMINARY SHORT PLAT APPLICATION**

## **For Department Use Only:**

Application Fee of \$790.00

Receipt Number: \_\_\_\_\_

Date: \_\_\_\_\_

Clerk: \_\_\_\_\_

Application Number: \_\_\_\_\_

Associated Applications: \_\_\_\_\_

Latecomer/DRCA: \_\_\_\_\_

Parcel No. \_\_\_\_\_

1. **PROPERTY OWNER:** (If there are more owners, attach additional sheet with names, addresses, contact information and signatures.)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

2. **DESIGNATED CONTACT PERSON (THE PERSON WHO WILL RECEIVE AND DISSEMINATE ALL CORRESPONDENCE FROM THE CITY).**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City and Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

3. **SURVEYOR:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City and Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

4. **ENGINEER:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City and Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

5. **PROPERTY:**

Zone: \_\_\_\_\_ Current Size (Sq.Ft.) \_\_\_\_\_

Proposed Size (Sq. Ft.): Lot 1: \_\_\_\_\_ Lot 2: \_\_\_\_\_

Lot 3: \_\_\_\_\_ Lot 4: \_\_\_\_\_

Source of Water: \_\_\_\_\_

Sewage Disposal: \_\_\_\_\_

Statement of existing drainage conditions of site: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Statement of soils type and condition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I CERTIFY THAT THE INFORMATION FURNISHED BY ME AS PART OF THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

\_\_\_\_\_  
**Property Owner (Please Print Name after Signature)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Property Owner (Please Print Name after Signature)**

\_\_\_\_\_  
**Date**

This certificate provides the Department  
of Community Development  
with information necessary to evaluate  
development proposals.

City of Sequim  
Dept. of Community Development  
152 W. Cedar St.  
Sequim, WA 98188

## **CERTIFICATE OF WATER AVAILABILITY**

**File No.** \_\_\_\_\_

### **PART A:**     *(TO BE COMPLETED BY APPLICANT)*

1.     Owner Name/Address/Phone: \_\_\_\_\_  
\_\_\_\_\_

Agent or Contact Person/Name/Phone: \_\_\_\_\_  
\_\_\_\_\_

Site Address (Attach map and legal description): \_\_\_\_\_  
\_\_\_\_\_

2.     This certificate is submitted as part of an application for:

\_\_\_\_ Residential Building Permit    \_\_\_\_ Preliminary Plat    \_\_\_\_ Short Subdivision

\_\_\_\_ Commercial/Industrial Bldg. Permit    \_\_\_\_ Rezone    \_\_\_\_ Other: \_\_\_\_\_

3.     Estimated number of service connections and meter size(s): \_\_\_\_\_

4.     Vehicular distance from nearest hydrant to the rear of the furthest structure: \_\_\_\_ ft.

5.     Minimum needs of development for fire flows: \_\_\_\_ gpm at a residual pressure of 20 psi.

Source of minimum flow requirement:

\_\_\_\_ Fire Marshal                      \_\_\_\_ Developer's Engineer                      \_\_\_\_ City

\_\_\_\_ Insurance Underwriter                      \_\_\_\_ Utility                      \_\_\_\_ Other: \_\_\_\_\_

1.     Area is served by: \_\_\_\_\_

(Utility)

Owner/Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART B:**      *(TO BE COMPLETED BY WATER UTILITY)*

1. The proposed project is located within \_\_\_\_\_  
(City/County)
2. Improvements required to upgrade the water system to bring it into compliance \_\_\_\_\_ with  
the utilities comprehensive plan or to meet the minimum flow requirements of project before  
connection: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Based upon the improvements listed above, water can be provided and will be available at the site  
with a residual pressure of \_\_\_\_\_psi at \_\_\_\_\_gpm for a duration of \_\_\_\_\_hours at a  
velocity of \_\_\_\_\_fps as documented by the attached calculations.

I hereby certify that the above information is true and correct.

---

Agency/Phone

By

---

Date

**PART C:**     *(TO BE COMPLETED BY GOVERNING JURISDICTION)*

1. Water Availability – Check one
- \_\_\_ Acceptable service can be provided to this project.
- \_\_\_ Acceptable service cannot be provided to this project unless the improvements listed in item #C2 are met.
- \_\_\_ System isn't capable of providing service to this project.

2. Minimum water system improvements: (At least equal to #B2 above)

Agency/Phone

By

Date \_\_\_\_\_



# COMMUNITY DEVELOPMENT/PUBLIC WORKS

## PRELIMINARY SHORT PLAT

### APPLICATION REVIEW CHECKLIST



The following materials are the **minimum** materials that must be submitted to review your application to determine that it is complete or incomplete as provided for under RCW 36.70B.070. Additional information may be required after review of your proposal. This checklist is provided for your benefit and to aid the City in determining if your application contains the minimum information necessary to review your application. A “Determination of Completeness” (DOC) will be issued within 28 days of acceptance stating whether your application is complete or incomplete (DOI). Please do not turn in your application until all items which apply to your proposal have been checked off. **Submittals will not be accepted or acted upon unless complete. Also this application will not be accepted if you have not had a pre-application meeting with the City.** If you have any questions, contact the Department of Community Development at 360-683-4908.

***RETURN COMPLETED CHECKLISTS PART I AND PART II WITH YOUR APPLICATION OR APPLICATION WILL NOT BE ACCEPTED.***

*For Office Use Only*

**Date Reviewed:** \_\_\_\_\_ **Date of Pre-App Meeting:** \_\_\_\_\_

PLAN SUBMITTAL – PART I		Applicant	Staff
1	<b><i>Short Plat Application</i></b> is filled out, original and eight (8) copies submitted .		
2	<b><i>Environmental Checklist</i></b> is filled out, original and eight (8) copies submitted (if SEPA is required).		
3	<b><i>Pre-application checklist and comment sheets</i></b> , and a preliminary sketch or conceptual design pursuant to SMC 17.12.015, and a vicinity map and tax assessor’s parcel map, with the location of the subject property clearly marked, five (5) copies.		
4	A <b><i>legal description</i></b> of the subject property, certified by a Professional Land Surveyor registered in the State of Washington.		



PLAN SUBMITTAL – PART I ( <i>Continued</i> )		Applicant	Staff
5	A <b><i>letter of availability</i></b> from the appropriate water district, six (6) copies (if water is not provided by the City of Sequim).		
6	A <b><i>Subdivision Guarantee Title Report</i></b> or other proof of ownership which documents any previous land use approvals (dated within last 90 days), six (6) copies.		
7	One paper reduction of each oversized plan to 8 ½” x 11”.		
9	All oversized plans folded to 8 1/2" x 14". <b><i>Please do not bring plans that are rolled up.</i></b>		
9	Lot closure calculations, six (6) copies.		
10	County Assessor's Map(s) showing a 300’ radius around edges of subject property.		
11	One set of stamped, legal size envelopes addressed to each property owner within of the subject property with the return address for the City of Sequim Department of Community Development (see directions on page 3). A return address stamp is available for your use upon request. ( <b>NO METERED MAIL</b> )		
12	A photocopy or printout of names and addresses. Please make an 8 ½” x 11” copy of the address labels before placing on the envelopes.		

<b>PLAN SUBMITTAL – PART II</b> <b>PRELIMINARY SHORT PLAT DRAWING FORMAT &amp; CONTENT</b> <b>REQUIREMENTS DRAWN TO SCALE</b> <i>(Site plan requirements checklist must be completed by the engineer, surveyor, or architect AND seven (7) copies submitted or submittal will be <b>DENIED</b>)</i>		Engineer	Staff
<b>The preliminary plat shall serve as the primary reference by which the City evaluates any proposal for subdivision, and as the basis for any subsequent conditions for approval. The preliminary plat drawing shall include the following:</b>			
13	The preliminary plat shall be prepared by a professional land surveyor and drawn to a scale of not less than one inch per hundred feet (100:1) and at a scale that clearly conveys pertinent information.		
14	Names of the property owner, the licensed land surveyor, and the licensed civil engineer submitting and preparing the application.		
15	Legal description of the subject property referenced to section, township, and range, and to the nearest established street lines or monuments.		
16	Datum, basis of bearings, and ties to a minimum of two existing section monuments.		
17	North point and a graphic scale.		
18	Subdivision or plan name.		
19	Existing government survey section lines.		
20	Complete documentation of the recording number, date and method of each immediately preceding subdivision or binding site plan affecting the subject property. (If applicable)		
21	Complete documentation of the recording number, date and method of any immediately preceding lot merger or lot line adjustment affecting the property. (If applicable)		

22	Location of all existing survey monuments.		
23	Location of existing property lines, indicated by heavy broken lines.		
24	Bearings and lengths of each property line.		
25	Area and other dimensions of each proposed lot, tract or parcel.		
26	Total acreage of the land to be subdivided.		
27	Proportion and location of total acreage to be maintained as common recreation open space or public or private dedications for lands, trails, parks or passive and active recreation, where required under SMC 17.28.025 & 050.		
28	Location of existing and proposed buildings and structures.		
29	Size and location of existing streets and alleys, public or private.		
30	Preliminary road plans including proposed streets, including names; ROW and Roadway widths; approximate grades and gradients, sections, and profiles; similar data for alleys, if any.		
31	Streets on and adjacent to the tract, including the name and right-of-way (ROW) width, and location; type, width and elevation of surfacing; any legally established centerline elevation; walks, curbs, gutter, culverts, etc.		
32	Statement of soil types and drainage analysis conducted pursuant to Title 13 SMC.		

33	The size and location of streams, irrigation ditches, drainage ditches, wetlands, ponds, floodways or other water courses on or within 200' of the proposed project, where applicable, including critical area buffers as required under SMC 18.80 and ordinary high water marks and other boundaries		
34	Location, extent, and type of wooded areas and all trees greater than eight inches in diameter, or identified as species of local "Significance" (such as Garry Oaks).		
35	Any recorded use limitations or abatements. Copies of any existing and/or proposed deed restrictions or covenants.		
36	Draft maintenance agreements and proposed management entities responsible for tax payments and maintenance of common facilities (such as roads, stormwater facilities, open spaces, trails, parks, etc.)		
37	Proposed and existing easements for ingress, egress, utility corridors, irrigation ditch access, and other easements showing location width and purpose.		
38	Other lines of ingress/egress.		
39	Location of any on-site fire hydrants, or the nearest hydrant from lots without hydrants.		
40	All areas and dimensions shall be portrayed to the nearest one hundredth (1/100) of a foot. Angles and bearings shall be portrayed in degrees, minutes, and seconds.		
41	Utilities on and adjacent to the tract, including location, size, and invert elevation of sanitary, storm and combined sewers; location and size of water mains; location of gas lines, fire hydrants, electric and telephone poles, and street lights. If water mains and sewers are not on or adjacent to the tract, indicate the direction and distance to, and size of nearest ones, showing invert elevation of sewers.		

42	Preliminary utility plans, including provisions for water, sewer, underground power where appropriate, telecommunications, and solid waste disposal.		
43	Preliminary stormwater drainage plans, prepared consistent with the requirements of SMC Title <a href="#">13</a> .		
44	Location and extent of steep slopes (more than 15%) and other significant physical features. Topographic contours and elevations at five (5) foot intervals for slopes less than or equal to five percent (5%) and at two (2) foot intervals for slopes greater than five percent to accurately predict drainage characteristics of the property. The topographic contours shall be provided by a Land Surveyor licensed in Washington State. Off-site topographic contours on adjacent property may be required to provide supplemental information.		
45	Preliminary clearing and grading plans, including cut and fill amounts.		
46	Any additional materials, as determined by the department during the required pre-application meeting, to be necessary to fully evaluate the application.		
47	<p>Conditions on adjacent land including:</p> <ul style="list-style-type: none"> <li>❑ The approximate direction and gradient ground slope, including any embankments or retaining walls;</li> <li>❑ Character and location of buildings, power lines, towers, and other nearby non-residential land uses or platted land;</li> <li>❑ Refer to subdivision plat by name recording date, volume and page number, and show approximate percent built up, typical lot size, and dwelling type.</li> </ul>		
48	Zoning on and adjacent to the plat.		
49	A scaled vicinity map showing the subject property in reference to surrounding properties, streets, subdivisions, municipal boundaries, identified critical areas within 500' of the subject property, and including a north arrow. Key plan showing the location of the tract.		

## NOTICE BOARD

The notice board shall be four feet (4') by four feet (4') and shall have a sky blue background with white lettering for the City logo, "Public Notification", and contact information. Project lettering, stating the land use/project action shall be blue or black on a white background. Lettering size shall be the following (the illustration below is an example. The type of action, dates, and all pertinent information will be supplied by the City):

- a. Helvetica or similar standard type face;

